

**BOARD OF INTERMEDIATE & SECONDARY
EDUCATION**



MIRPURKHAS - SINDH

**TENDER DOCUMENT
FOR E-MARKING SYSTEM SERVICES**

**Tender Notice Reference No.BISE/Gen-Store/MPS/-36, Dated: 23 – 02 – 2026
For Require**

**Turnkey E–Marking Services for Scanning, Processing, and E–Marking of
Examination Answer Scripts for Annual Examinations 2026
(Single Stage Two Envelop)**

Tender Document issued to M/s _____

The deadline for submission is Thursday 18th March, 2026 at 1:00.PM,

Tender will be opened on 18th March, 2026 at 02:00.PM

PART - I

Invitation of Bids

**BOARD OF INTERMEDIATE
& SECONDARY EDUCATION,**
MIRPURKHAS, SINDH.



بورد اعلیٰ و اعلیٰ ثانوی تعلیمی میرپورکھ
میرپورکھ (سندھ)

No.BISE/Gen-Store/MPS/-36

Dated 23-02-2026

NOTICE INVITE TENDER
(For Hiring of IT Companies)

Sealed bids are invited from reputable, experienced and well established IT firms / companies duly registered with Income Tax (FBR) and Sales Tax Authorities, under Rule 42(2) – Single Stage, Two – Envelope Procedure of the Sindh Public Procurement Rules, 2010 (Amended 2019), for the following:

S#	Tender Title	Tender Fee	Procurement Method
01	Turnkey Rental Services for Scanning, Processing, and E – Marking of Examination Answer Scripts Annual Examinations 2026	Rs. 4,000/-	Single Stage – Two Envelope

Schedule of Tender

Description	Date & Time
Issuance of Bidding Documents	From 02.03.2026 to 18.03.2026 (during office hours)
Last Date & Time for Submission of Bids	18.03.2026 upto 01:00 PM
Opening of Technical Bids	Same day at 02:00 PM
Opening of Financial Bids	To be communicated to technically qualified bidders

TERMS & CONDITIONS

- Detailed specifications, scope of work, eligibility criteria and terms & conditions are provided in the bidding documents.
- Interested bidders may obtain the bidding documents from the Assistant Secretary (Store), BISE, Mirpurkhas, against payment of Rs. 4,000/- (non-refundable) through Pay Order / Demand Draft / Bank Challan in favour of Secretary, BISE, Mirpurkhas, on any working day during office hours.
- Bidding documents may also be downloaded from SPPRA PPMS website and the Board's official website. In such case, the tender fee must be enclosed with the bid at the time of submission.
- Bids must be submitted in two separate sealed envelopes, clearly marked "Technical Proposal" and "Financial Proposal", enclosed in one outer sealed envelope.
- Bid Security equal to 3% of the bid price must be submitted in the form of Pay Order / Demand Draft in favour of Secretary, BISE, Mirpurkhas, and shall be attached with the Technical Proposal.
- Conditional bids, late submissions, or bids without required bid security shall not be entertained.
- The Procuring Agency reserves the right to accept or reject any or all bids in accordance with the relevant provisions of SPPRA Rules, 2010 (Amended 2019).

(Signature)
SECRETARY
BISE, Mirpurkhas

Copy for information and necessary action to:

- The IT Manager, BISE, Mirpurkhas, he is directed to post this tender notice at the Board's web site for wide publicity through web access.
- The relevant file.



**BOARD OF INTERMEDIATE AND SECONDARY
EDUCATION, MIRPURKHAS**

No.BISE/Gen-Store/MPS/- 399

Dated: 03/12/2025

NOTIFICATION

In pursuance of Rule-07 of SPRA Rules, 2010 and with the approval of the competent authority, a "Procurement Committee", comprising the following, is hereby constituted to invite, evaluate and finalize the Bids for procurement of Goods & Services for BISE, Mirpurkhas and recommend the successful Bidder / Firm to the competent authority for award to contract:

- | | |
|---|--------------------|
| 1. Mr.Muhammad Jameel Qureshi
DSE (ES & HS) Mirpurkhas. | Convener |
| 2. Engr: Anwar Aleem K.Rajput
(Controller of Examination BISE, MPS) | Tec: Member |
| 3. Prof: Muhammad Asif Khan
Principal
Govt: (B) H/Sec: School, Bhansingabad
Mirpurkhas | Member |
| 4. Mr.Azam Khan
(Asst: Computer Programmer) | Tec: Member |
| 5. Mr.Muhammad Asim Hashmi
(Asst: Secretary Store) | Member / Secretary |

TERMS OF REFERENCES (TORS)

The Procurement Committee shall function and perform its duties / responsibilities according to the following Terms & Conditions.

1. To select appropriate method of procurement, as specified in SPRA Rules;
2. To prepare bidding pre-qualification documents, as per SPRA Rules.
3. To prepare invitation of bids / pre-qualification notice, as per SPRA Rules.
4. To carry-out technical as well as financial evaluation of the bids; as per SPRA Rules.
5. To prepare bid evaluation report; with conformity of Rules.
6. To make recommendations for the award of contract of otherwise, after fulfillment of all codal formalities as per rules, to the Competent Authority.
7. To perform any other function ancillary and incident thereto.

**SECRETARY
(ACTING)**
 (BISE, Mirpurkhas)



**BOARD OF INTERMEDIATE AND SECONDARY
EDUCATION, MIRPURKHAS**

No.BISE/Gen-Store/MPS/- 400

Dated: 03/12/2025

NOTIFICATION

In pursuance of Rule-31 of Sindh Public Procurement Rules 2024, with the approval of the competent authority, a "Complaint Redressal Committee" comprising the following, is hereby constituted to address the complaints of bidders that may occur during the procurement it proceedings:

- | | |
|---|-------------|
| 1. Col@ Dr Alamdar Raza
(CHAIRMAN B.I.S.E MIRPURKHAS) | Convener |
| 2. MR.SHAHID SALEEM
Registrar DSE (ES & HS)
Mirpurkhas. | Tec: Member |
| 3. FOZIA MEMON
DD DSE (ES & HS)
Mirpurkhas. | Member |
| 4. MR. UMAIR YAR KHAN
(Asst: Secretary Establishment) | Member |
| 5. MR.MUHAMMAD ASIM HASHMI
(Asst: Secretary Store) | Member |

Terms of Reference

- On receipt a complaint from an aggrieved bidder may, if satisfied;
- Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with SPPRA rules and regulations;
- Annual in whole or in part any unauthorized act or decision of the Procurement Committee.
- Reserve any decision of the Procurement Committee or substitute its own decision for such a decision;
- May ask to provide any record relevant to the complaint or bidding.
- Shall announce its decision within seven (7) days receipt of complaint.


SECRETARY
 (ACTING)
 (BISE, Mirpurkhas)

Copy to:

1. The Committee Concerned.
2. The P.A to Chairman, BISE, Mirpurkhas.

PART - II

Instructions to Bidders

SECTION – I

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods / Services, issued by Sindh Public Procurement Regulatory Authority (SPPRA). For further references the same may be downloaded from SPPRA’s website <https://eprocure.gov.pk> or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION	
Name of Procuring Agency:	BOARD OF INTERMEDIATE & SECONDARY EDUCATION, MIRPURKHAS – SINDH 0233 – 9290352
Name of Contract	Procurement / “Turnkey E-Marking Services for Scanning, Processing, and E-Marking of Examination Answer Scripts for Annual Examinations 2026”
Bid Price and Currency	Prices quoted by the Bidder shall be <i>“fixed” and in “ Pak Rupees”</i>
PREPARATION AND SUBMISSION OF BIDS	
Amount of Bid Security	3% percent of Bid Value/Price
Bid Validity Period	90 days
Number of Copies	One Original
Deadline for Submission of Bid	As notified in Notice Inviting Tender dated 02.03.2026 (up to 18.03.2026 AT 01:00pm)
Opening of Bids	On 18 th March, 2026 at 2:00 PM
Bid Evaluation	Lowest Evaluated Responsive Bid

OTHER TERMS & CONDITIONS

- a) In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening. Bid shall be submitted / opened on next working day at the given time.
- b) The specification offered by the bidder(s) may vary from the required items because the requirements are mentioned on the basis of transitory survey, in such case(s) the Procurement Committee shall decide and recommend the offer(s) that may be suitable for procuring agency.
- c) Demonstration of required Software and/or Hardware may be made within the premises of Board for which supplier shall be liable to bring the same for the said purpose if need.
- d) The offered software development services should be durable, reliable and prime quality with software support and provided the complete source code including training of staff and admin or user manuals.
- e) Substandard and low quality services shall not be accepted and during and after deployment of software, the company products will be rejected and Bid Security shall be forfeited and the bidder may also be blacklisted.
- f) The bidder with the “Lowest Evaluated Cost” but not necessarily the “Lowest Submitted Price” shall be awarded the Procurement Contract preferably on quality cum rate basis.
- g) Tender documents can also be obtained through courier service, against Pay Order / Bank Challan of Rs.4,000/- as bid document fee.
- h) BISE Mirpurkhas may reject all or any bid subject to the relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.
- i) Incomplete, conditional bid/tender and without required extent of bid security in the specified form/format shall be rejected.
- j) Bidders are required to provide their valid e-mail Ids, complete postal address and contact numbers for effective and timely communication.
- k) Contract Agreement and Integrity Pact both are mandatory for successful bidder.

Bids will be evaluated as per evaluation criteria mentioned below.

MANDATORY EVALUATION CRITERIA

Technical Evaluation Criteria

S.No.	Qualification Criteria	Total Marks	Marks Obtained
1.	Registered with FBR(Income Tax & Sales Tax) Registered with SRB	Mandatory	Yes / No
2.	Original P.O / D.D of Bid Fees and Bid Security	Mandatory	Yes / No
3.	Previous Experience with relevant educational Boards	Mandatory	Yes / No
4.	Physical Demonstration of Quoted Model	Mandatory	Yes / No

Note: Please attach documentary evidence in support of your claims with technical proposal.

S#.	Qualification Criteria	Total Marks	Marks Obtained
1	Substantial / Adequate experience in large scale digitization / E-Marking or similar mission critical services.	10	
2	At-least two projects of ≥ 10 million pages or $\geq 200,000$ scripts in the last 5 years.	10	
3	Demonstrated capacity to provide 10+ production scanners and required servers/hosting	10	
4	Key-staff CVs (Project Manager, Solution Architect, Security Lead, Operations Manager, DBA).	10	
5	Financial capacity: positive net worth and average annual turnover ≥ 300 million over last 3 years; audited statements.	10	
6	OEM-Authorizations (scanner OEMs, platform licenses) where applicable.	5	
7	ISO-certifications (desirable): ISO 9001, ISO 27001, ISO 20000, or equivalent	5	
8	Company Profile.	10	
9	Authorization letter and CNIC (copy) of signatory of the bidding/tender documents.	5	
10	Understanding of the Project, Work Plan and Delivery Schedule	5	
11	Meets Specification 100% compliance full marks	10	
12	Undertaking of currently not Black listed (SPPRA) on non judicial paper of PKR 200/-	10	
	Total Marks	100	

Qualifying Marks are **80**.

Financial bids of only technically qualified bidder(s) will be opened / downloaded as per SPP rules.

PREPARATION OF PROPOSAL

Technical Proposal:

- a) While preparing Technical Proposal Bidding firm(s) are expected to examine the documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- b) The Technical proposal should provide the information as mentioned in Section-II.
- c) To establish the conformity of the items required though this Tender Document, the bidder shall furnish as part of its Technical Proposal, a detailed description of the Bidder's proposed items conforming in all material aspects with the Technical Requirements both overall as well as in regards to the performance of each proposed items.
- d) The bidder shall give the presentation for development of software system after submission of proposals as per their provided date from BISE Mirpurkhas regarding the requirements and according to eligibility criteria the firm shall be short listed.
- e) Please note that the technical proposal shall not include any financial information.

Financial Proposal:

- a) While preparing the financial proposal, bidders(s) are expected to take into account the requirement and conditions of the invitation documents. The Financial proposal should follow instructions as mentioned in Volume-II. It should provide lump sum costs of the requirements and support cost of one year separately associated with the assignment and all other out of pocket expenses.
- b) The Data sheet shows validity of bid up to 90 days. The BISE Mirpurkhas will make its best effort to complete technical clarification (if needed) within this period. Proposal validity may be extended with mutual consent.
- c) Rates should be inclusive of all government taxes/levies such as Income Tax, GST, FED, Stamp Duty Excise or what so ever may be in practice, and will be borne by the bidders in all aspect.

Bid Price / Payment:

- a) This Document showing itemized list along with specifications, quantity and detailed terms and conditions for bidding is available on provision of Rs.4000/- (non-refundable) DD/P.O/Bank Challan in favor of Secretary, BISE, Mirpurkhas on any working day during office hours. Bidders may submit bids on Bid documents issued by procuring agency or downloaded from Authority's website along with tender fee (if any) by mail or by hand as per the schedule as prescribed in NIT.
- b) All payments will be made in Pak Rupees through crossed cheque after deduction of applicable taxes.

- c) The prices charged by the successful bidder for the required items along with accessories and associated services shall not vary from the prices as quoted in the financial proposal.
- d) Payment will be made after deliveries of requirements at consignee end, Installation, completion and inspection certificate for Quality/Quantity issued by the concerned officers.

Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of bid and BISE Mirpurkhas will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

Language of Bidding:

The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

Confidentiality:

- a) Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of Contract is notified to the successful firm(s).
- b) Information related to the examination evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons.
- c) Any attempt by a Bidder to influence BISE Mirpurkhas in the examination, evaluation, comparison, and post – qualification of the Proposals or Contract award decisions will result in the rejection of its proposals.
- d) The bidder must provide an undertaking on judicial paper of Rs.200/- stating to maintain confidentiality and binding that the documents provided under this bid are correct and can be verified from concerned authorities.

Use of Documents and Information by external & internal Audit:

The Bidder shall permit BISE Mirpurkhas to inspect their accounts and records relating to the performance of the supplier and to have them audited by auditors appointed by the BISE Mirpurkhas, if so required by the BISE Mirpurkhas can directly contact the references given in the technical requirement as a part of TENDER DOCUMENT to verify the bidder's technical reasons supporting compliance.

Bid Validity:

- a) Bid shall remain valid and open for acceptance for a period of 90 days from the specified date of tender opening.

- b) In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of BISE Mirpurkhas.

Amendment of Bidding Documents:

- a) At any time prior to the deadline for submission of Bids, BISE Mirpurkhas may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder can modify the Bidding Documents by making essential amendment.
- b) The amendment shall be the part of the Bidding Document, and will be notified in writing through letter through courier service or shall be made available on the BISE Mirpurkhas's website <http://bisemirpurkhas.com> or SPPRA website <https://sindh.eprocure.gov.pk/> to all prospective bidders who have received the Bidding Documents.

Clarification(s) / Queries of Tender:

- a) The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from the Secretary BISE Mirpurkhas.
- b) Requests for all clarifications with regard to the given specifications or other information contained in Tender Documents should come either through Courier to the Secretary BISE Mirpurkhas. Telephone enquiries may not be entertained.

Contradictions, Obscurities and Omissions:

The Bidder should likewise notify to the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the Bid. Such enquires must reach to the Secretary, BISE, Mirpurkhas not later than 15th October, 2023

Inspection:

- a) The **inspection** will be carried on the Services by representatives of the BISE Mirpurkhas (Inspection Committee) or concerned officers upon software and its features according to the requirements. It is Bidders responsibility to ensure quantity, correctness and adherence to the Specifications etc. any deviation will be rejected, and the supplying firm will be solely responsible for it.
- b) The **inspection report**, which, inter-alia, should indicate the condition, Quality as approved in inspection, features of software provided by the firm, shall be signed by the inspection committee or concerned officer.
- c) **Taking Over:** Upon delivery of software development services at BISE Mirpurkhas and after inspection, the concerned Officers of BISE Mirpurkhas will issue a **taking-over certificate** in respect of those software deployment received in acceptable condition.

OBJECTIVE OF PROCURING AGENCY

The Procuring Entity will conduct examinations for approximately 100,000 students, each appearing in 7 papers. Each answer script consists of 20 pages. The objective is to engage a single vendor to provide, deploy, operate, and manage a complete scanning, processing, storage, and E-Marking solution as a rental/managed service, with stringent security, quality, and Time-To-Result requirements. The firm will be bound to compile and provide results by the date as specified by the Board.

Estimated Volumes

- Total scripts: 550,000 (Approximate May Vary)
- Total pages/images: 9,900,000 (Approximate May Vary)

SCOPE OF WORK (TURNKEY, RENTAL/MANAGED SERVICE)

The successful bidder ("Service Provider") shall deliver the following end-to-end services:

Project Management & Governance

- Appoint a Project Manager and provide a detailed Project Plan, Gantt, and RACI.
- Establish governance cadence: weekly status, daily operations huddles during peak, executive steering every fortnight.
- Maintain risk register and issue/action logs.
- Ensure timely and accurate completion of result at the date as specified by the Board.

Infrastructure Provisioning (Rental)

- Scanning Facility: Supply, install, and operate 10 (or more as required) scanning workstations with production ADF scanners and dual monitors; provide 1–2 standby scanners.
- Processing/Server Environment: Provide and operate application servers, database, storage (object store), caching, search, monitoring, and backup systems (on-prem at Procuring Entity's site or secure cloud within approved jurisdictions).
- Networking: Provide LAN switches, cabling, and dedicated bandwidth/uplink required for timely ingestion and E-Marking performance.
- Power & UPS: Provide UPS capacity for clean shutdown and at least 30 minutes backup for each workstation and critical servers.
- Environmental Controls: Ensure AC, dust control, and physical security for the scanning room(s).
- Housing container(s) as necessary.

Scanning & Ingestion Operations

- High-speed duplex scanning at minimum 300 dpi grayscale (color only where required).
- Automated image enhancements: de-skew, auto-crop, blank page detection/removal, noise reduction, rotation.
- Barcode/QR cover sheet capture linking script to candidate and paper code.
- 2-stage QC: Operator QC at capture; central QC for page count/order/legibility.
- Exception handling workflow for torn, faint, or missing pages, including rescan SOPs.
- Chain-of-custody logs for receipt, processing, and return of physical scripts.

Storage, Security & Data Management

- Store page images in secure object storage with versioning, checksums, and encryption at rest (AES-256) and in transit (TLS 1.2+).

- Maintain relational database for metadata, scoring, audit pointers.
- Configure lifecycle policies: Hot (marking), Cool (post-results), Archive (compliance).
- Implement role-based access control, MFA, IP allow-listing/VPN as required.
- Maintain WORM/immutable backups of audit logs.
- Comply with Procuring Entity's data retention and data protection policy.

E-Marking Platform & Services

- Provide a secure E-Marking system supporting whole-script and item-level marking, rubrics with versioning, marker training/standardization (gold scripts, seeded scripts), double-marking / remark sampling, blind rechecks, adjudication, analytics/dashboards, and full audit trails.
- Ensure low-latency viewing of images with CDN/edge optimization for remote markers, where applicable.
- Provide marker on boarding, training modules, and live support during marking windows.

Results, Reporting & Handover

- Compute totals per rubric/boundary rules; export results to Procuring Entity systems.
- Provide operational dashboards (throughput, QC defects, marker variance) and periodic reports.
- Provide final data handover (images, metadata, audits) and archive according to policy.
- Off-Boarding: Secure data purge/certification post retention period or upon written instruction.
- Provide complete and comprehensive Turnkey solution undertaken entire operation starting from very beginning to till final result compilation.

SERVICE LEVELS (SLAs) & KPIs

Scanning Through put

- Minimum sustained ingest capacity: $\geq 50,000$ images/day across 10 stations (8-hour shift).
- Peak handling: $\geq 100,000$ images/day with extended shifts.
- Capacity to be adjusted as per requirement to meet deadline as specified by the Board.

Image Quality

- Legibility and completeness: $\geq 99.5\%$ of pages pass QC on first pass.
- Mis-indexing rate (wrong candidate/paper): $\leq 0.02\%$; all exceptions resolved within 24 hours.

Platform Performance

- Script load (first open) ≤ 10.0 seconds P95 on domestic networks.
- Marker action latency (save score/navigate) ≤ 900 ms P95.
- System uptime during marking windows: $\geq 90.5\%$.

Marking Quality & Control

- Marker calibration: each marker must meet pre-defined agreement metric (e.g., Cohen's kappa ≥ 0.7) before live work.
- Ongoing reliability monitoring with targeted re-marking and senior moderation per policy.
- Dispute/adjudication resolution within 48 hours.

Security & Compliance

- Security incidents (SEV-1) response within 1 hour; SEV-2 within 4 hours.
- Quarterly (or project-end) vulnerability assessment and penetration test results shared.

- Audit logs retained per policy and available on request within 24 hours.
- Absolute security to be maintained.

Reporting

- Daily operational report during scanning/marking; weekly executive report; end-of-project completion report.
- Service Credits / Liquidated Damages: Define service credits/LDs for missed SLAs.

CONTRACT TYPE & TERM

- Nature: Turnkey, fully managed rental services including equipment, software, licenses, hosting, staffing, and operations.
- Initial Term: 1–2 months covering setup, exam cycles, and post-results.
- Extensions: up to 2 additional cycles subject to performance.

TECHNICAL REQUIREMENTS & SPECIFICATIONS

Scanning Workstations (10 Units)

- CPU: Intel Core i3/i5 or AMD Ryzen 7/9; RAM: ≥ 8 GB; SSD: ≥ 1 TB.
- 24" monitors; Gigabit Ethernet; Windows 11 Pro.
- UPS: ≥ 1 –2 kVA per station.

Production Scanners (10 + 2 standby)

- ADF, duplex; ≥ 120 ipm rated speed; cumulative daily duty cycle $\geq 100,000$ pages.
- Supports 300 dpi grayscale (TIFF G4, PDF/A) and optional color; skew detection; double-feed detection.
- Barcode/QR detection at scan time.

Processing & Storage

- Object storage (on-prem S3-compatible or cloud blob) sized for ≥ 20 TB hot with lifecycle to cool/archive.
- Relational DB SQL Server; cache (Redis); search (Elastic Search/Open Search).
- Backup/DR with daily incremental and weekly full; RPO ≤ 4 hours, RTO ≤ 8 hours.

E-Marking Platform

- Role-based marking, rubric/versioning, marker training, seeding, double-marking, adjudication, sampling, dashboards, and complete auditing.
- Web viewer with fast page navigation; watermarking; copy/download controls as instructed.
- SSO/MFA; device posture checks preferred.
- Export of results via secure APIs/CSV/XML.

Security Controls

- Encryption at rest and in transit; secrets management; least-privilege RBAC.
- Network security: firewalls, WAF (if internet-exposed), IP allow-listing or VPN.
- Logging/monitoring: SIEM integration; alerts for anomalies (access, data ex-filtration).
- Physical security of scanning rooms (CCTV, access logs, sealed storage).

Compliance & Data Privacy

- Adherence to applicable data protection laws and Procuring Entity policies.
- Data residency as instructed by Procuring Entity; no cross-border transfers without consent.
- Confidentiality and IP clauses apply; personnel NDAs required.

IMPLEMENTATION PLAN & TIMELINES (INDICATIVE)

- T0–T+2 weeks: Mobilization, site prep, equipment delivery.
- T+2–T+3 weeks: Server/hosting setup, security hardening, application deployment.
- T+3–T+4 weeks: Pilot with $\geq 1,000$ scripts; sign-off.
- T+4 onward: Full-scale operations, rolling release by paper/center.
- Post-marking: Results handover, post-results services, archiving, and closeout.
- Timelines to match the overall result announcement deadline of the Board.

DELIVERABLES

- Project plan, risk register, and SOPs.
- Commissioned scanning facility with 10 stations and spares.
- Operational E-Marking platform with trained users.
- Daily/weekly operational reports and dashboards.
- Final data handover: images, metadata, results, audit logs; archive plan.
- Completion report and lessons learned.

BID SUBMISSION INSTRUCTIONS

- Format: One (1) original hard copy, one (1) soft copy (USB), and an electronic submission (if allowed).
- Sealing & Marking: As per ITB reference; clearly mark "Turnkey Rental Services for Scanning & E-Marking".
- Validity: Bids shall remain valid for 120 days from submission deadline.
- Bid Security: [Insert amount/percentage] in the form of [Bank Guarantee/Pay Order], valid for 28 days beyond bid validity.
- Pre-Bid Queries: Email by [insert date]; responses via addendum.

TRAINING:

The bidder should provide a comprehensive training plan which should be flexible to cater to the current requirements. It should encompass all ranges of users i.e. functional, operational and managerial etc. Training Documents such as schedules, training material must be provided with the technical proposal.

SIGNING OF CONTRACT:

Within (15) working days after notification to the successful bidder regarding acceptance of his bid and submission of 3% Bid Security in shape of DD / Pay order or Bank Guarantee, the contract incorporating all agreements between the parties will be signed. The Contract agreement will be affixed with revenue stamps @ 0.35% of contract value as per stamp act.

POST LETTER OF INTENT/ CONTRACT ACCEPTANCE:

Before signing of formal contract, a letter of intent will be issued by the BISE Mirpurkhas to the lowest best evaluated bidder. In response to letter of intent (LOI) the bidder will have to submit its letter of consent for acceptance of the LOI within the prescribed time period as per SPPRA, in case letter of acceptance is not received within stipulated time framework it will be assumed that first lowest evaluated or technical qualify bidder is not interested in signing the formal contract with this Board. In that situation the LOI will be issued to the second lowest evaluated or technical qualify bidder and the earnest money of first evaluated bidder will be forfeited. This condition will also apply on the second and third evaluated bidder (as the case may).

TECHNICAL COMPLIANCE CHECKLIST

- Scanning hardware specification ✓/✗
- Workstation specification ✓/✗
- Throughput & QC process ✓/✗
- Storage & backup ✓/✗
- E-marking features ✓/✗
- Security controls ✓/✗
- Reporting and dashboards ✓/✗
- DR & BCP ✓/✗
- Staffing & training ✓/✗

FORMS & DECLARATIONS

- Form 1: Bid Submission Form
- Form 2: Bidder Information Sheet
- Form 3: Eligibility & Litigation Declaration
- Form 4: Financial Capacity Statement
- Form 5: Past Performance References
- Form 6: OEM Authorization Letters
- Form 7: Team CVs (key staff)
- Form 8: Work Plan & Gantt
- Form 9: Compliance to Technical Specs
- Form 10: Proposed SLAs & Acceptance of Service Credits

DRAFT SOPS (OUTLINE)

- Intake & chain-of-custody
- Scanning & operator QC
- Central QC & exception handling
- Rescans & escalation
- Platform user management
- Marker on-boarding & training
- Incident response & security operations
- Data handover & archival
- Decommissioning & data purge

ACCEPTANCE CRITERIA (ILLUSTRATIVE)

- Pilot sign-off after $\geq 1,000$ scripts with $\geq 99.5\%$ image QC pass and $\leq 0.02\%$ mis-indexing.
- Platform performance P95 met over 3 consecutive days with ≥ 500 concurrent markers (if distributed marking).
- Successful end-to-end runs for at least one paper from intake to result publication in test.

SERVICE CREDITS / LDS (ILLUSTRATIVE)

- Image quality failure beyond threshold: 2% of monthly fee per 0.1% breach, capped at 10%.

- Uptime breach below 99.9%: 5% of monthly fee per 0.1% shortfall, capped at 15%.
- Throughput breach vs. committed plan: 3% of monthly fee per missed day, capped at 15%.
- Security incident handling delay: 5% per SEV-1 breach in response SLA.

DRAFT CONTRACT (HEADS OF TERMS)

- Scope, term, charges, payment, taxes
- Performance security
- Representations and warranties
- Confidentiality & data ownership
- IP rights (software licenses remain with vendor; all data with Procuring Entity)
- Indemnities and limitation of liability
- Compliance (laws, anti-bribery, labor)
- Insurance
- Audit and inspection
- Force majeure
- Termination (for cause, convenience)
- Dispute resolution and governing law

NOTES TO BIDDERS

- Site visit to the scanning facility location is recommended prior to bid submission.
- Bidders must attach brochures/datasheets for proposed hardware/scanners and describe the hosting architecture.
- Any deviation must be clearly listed under "Deviations & Assumptions"; silent deviations will be considered non-compliant.

(INTEGRITY PACT)**DECLARATION OF FEES, COMMISSION AND BROKER AGEETC PAYABLE BY CONTRACTORS**

Contract No. _____

Dated _____

Contract Value: _____

Contract Title: **TURNKEY E-MARKING SERVICES FOR SCANNING, PROCESSING, AND E-MARKING OF EXAMINATION ANSWER SCRIPTS FOR ANNUAL EXAMINATIONS 2026**

M/s _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative sub-division or agency there of or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, *[name of Contractor]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant there to.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, *[name of Supplier/ Contractor/ Consultant]* agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by *[name of Contractor]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

.....
Secretary, BISE Mirpurkhas

.....
Contractor

Section VI Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring agency, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16.3 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4 (c), spare parts pursuant to ITB Clause 25.4 (d), or quantity variations pursuant to ITB Clause 29. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The Performance Security and Bank Guarantee for Advance Payment forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring agency and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The Manufacturer's Authorization form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 13.3 (a).

Bid Form and Price Schedules

Date: _____

IFB.No: _____

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos.[insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ Percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state “none”)

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this ___ day of _____ 20_____.

_____ [signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods / Services]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of _____ 20

THE CONDITIONS of this obligation are:

1. If the Bidder with draws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - a) Fails or refuses to execute the Contract Form, if required; or
 - b) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty-eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the Bank]

CERTIFICATE

IF PROVIDED INFORMATION FOUND FALSE, THE SERVICES OF THE FIRM WILL BE TERMINATED WITHOUT ASSIGNING ANY REASON AND MAKING ANY REFUND / PAYMENT. FURTHER THE AGENCY / FIRM WILL BE BLACKLISTED.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s. _____

Contact Person: _____

Address: _____

Tel#: _____ Fax#: _____

Mobile#: _____ Email: _____

Dated: _____.

Stamp & Signature

AGREEMENT

This agreement is made on the _____ day of _____ 2026 between Board of Intermediate & Secondary Education, Mirpurkhas of the one part:

WHEREAS the procuring agency invited bids for procurement **“Turnkey Complete Solution of E–Marking Services for Scanning, Processing, and E–Marking of Examination Answer Scripts for Annual Examinations 2026”** and has accepted a bid by the M/s. _____ in the sum of **Rs.** _____ **/= (Rupees** _____ **).**

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

In consideration of the payments to be made by the Board of Intermediate & Secondary Education, Mirpurkhas to the M/s. _____, as hereinafter mentioned in the Terms & Conditions which is already signed by the bidder, the bidder hereby covenants with the procuring agency to provide the “Turnkey Complete Solution of E–Marking Services for Scanning, Processing, and E–Marking of Examination Answer Scripts for Annual Examinations 2026 and compilation of results” and to remedy defects therein in conformity in all respect with the provisions of the Contract till acceptable results are uploaded to the satisfaction of Board.

As bidder, I am completely satisfied & agreed with the award items and do not have any grievances.

AND

Mr. _____, S/o. _____,
Bearing CNIC No. _____ Resident of House No. _____

Sole proprietor of M/s. _____ Having their registered office at _____ which expression wherever the contest so admits shall mean and include their executors, successors-in-interest, and assign of the OTHERPART.

WHEREAS the BISE, Mirpurkhas is desirous of procurement / “Turnkey E–Marking Services for Scanning, Processing, and E–Marking of Examination Answer Scripts for Annual Examinations 2026” availing from a competent firm dealing in IT services for Turnkey E–Marking Services for Scanning, Processing, and E–Marking of Examination Answer Scripts for Annual Examinations 2026 and compilation of results AND WHEREAS the “Contractor” has offered for as competent firm to carry out and perform the above said.

NOW IT IS HEREBY AGREED& DECLARED BY AND BETWEEN THE PARTIES ASFOLLOWS:

Name of Procuring Agency: Name of Contractor:

Signature: Signature:

[Seal]

[Seal]

CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate & Secondary Education, Mirpurkhas.

AUTHORIZED SIGNATURE WITH DATE: _____

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE NUMBER(S): _____

FAX NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

STAMP OF THE FIRM: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

DATED: _____

FOR RUPEES: _____

DRAWN: _____ as Bid Security is enclosed herewith.

PART - V
FINANCIAL PROPOSAL

**BOARD OF INTERMEDIATE
& SECONDARY EDUCATION,**
MIRPURKHAS, SINDH.



تالوئی و اعلیٰ تالوئی تعلیمی بورڈ
میرپورخاص (سندھ)

BILL OF QUANTITY

Last Date and time for submission: -

Upto 01.00 PM of 18.03.2026

Opening: -

At 02.00 PM of 18.03.2026

Submitted by M/s. _____

Turnkey E–Marking Services for Scanning, Processing, and E–Marking of Examination Answer Scripts for Annual Examinations 2026

COMPONENT	Estimated Qty (Scanning) (May Vary)	UNIT RATE (PKR)
E-Marking Turnkey Services as per scope of work (including end-to-end encrypted scanning, processing, assessment, and result compilation along with provision of all required equipment and technical infrastructure).	10,000,000	

Note:1. All Government Taxes will be deducted at source, as per rules in practice.

03% Bid Security Rs. _____ vide D.D/P.O No. _____ date _____

drawn at _____ . (_____)

Signature of Supplier
With stamp

BOARD OF INTERMEDIATE
& SECONDARY EDUCATION,
MIRPURKHAS, SINDH.



بیت و اعلیٰ ثانوی تعلیمی بورڈ
میرپورخاص (سندھ)

PROCUREMENT PLAN

(Non-Development / Revenue Works)

Turnkey E-Marking Services for Scanning, Processing,
and E-Marking of Examination
Answer Scripts for Annual Examinations 2026

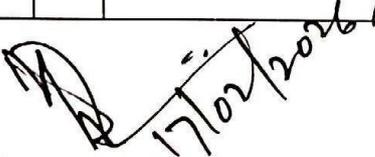
For The Financial Year 2025 - 2026

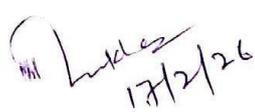


BOARD OF INTERMEDIATE & SECONDARY EDUCATION,
MIRPURKHAS

Procurement Plan (Non-Development / Revenue Works) F/Y 2026
(WORKS / GOODS & SERVICES)

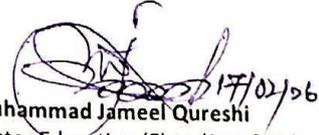
S#	Name of Works / Service	Item to be Executed		Quantity (Scanning Pages)	Funds Allocated	Proposed Procurement Method	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
		Item No.	Description							
1	Turnkey Rental Services for Scanning, Processing, and E – Marking of Examination Answer Scripts	1	E-Marking Turnkey Services as per scope of work (including end-to-end encrypted scanning, processing, assessment, and result compilation along with provision of all required equipment and technical infrastructure).	10,000,000	30,000,000	Through Open Tender and as per guidelines envisaged in SPP Rule 2010 (amended rules 2013)				After issue of Job Order material will be supplied within the period of 20/30 days


17/02/2026
Muhammad Asim Hashmi
Asst: Secretary (Store)
Member / Secretary


17/2/26
Azam Khan
Computer Programmer
Technical Member


Engr: Anwer Aleem Khanzada
Controller of Examinations
Member


Prof. Asif Khan
Principal,
Govt: (B) Hi/Sec: School Mirpurkhas
Member


17/02/26
Muhammad Jameel Qureshi
Deputy Director Education (Elem/Sec & H/Sec:)
Mirpurkhas



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MIRPURKHAS

MINUTES OF THE MEETING OF THE "PROCUREMENT COMMITTEE" CONVENED BY MR. MUHAMMAD JAMEEL QURESHI, DEPUTY DIRECTOR EDUCATION (EL/SEC: & H/SEC), OFFICE OF THE DIRECTOR OF SCHOOLS (EDUCATION), MIRPURKHAS HELD ON 17-02-2026 AT 3:00 P.M TO DISCUSSED AND FINALIZE THE PROCUREMENT PLAN (NON-DEVELOPMENT / REVENUE WORKS) 2026 AND BID DOCUMENTS AS PROVIDED UNDER RULE NO.11 OF SPPRA RULES 2010 (AMENDED 2019).

The following attended the meeting:

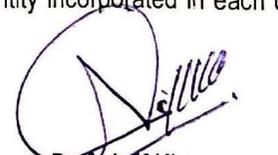
- | | |
|--|--------------------|
| 1. Mr. Muhammad Jameel Qureshi
Deputy Director Education (El/Sec: & H/Sec:), Mirpurkhas | Convener |
| 2. Engr: Anwer Aleem Khanzada
Controller of Examinations, BISE, Mirpurkhas | Member |
| 3. Prof: Asif Khan
Principal, Govt: (B) H/Sec Schools, Bhansingabad, Mirpurkhas | Technical Member |
| 4. Azam Khan
I.T Manager | Technical Member |
| 5. Mr. Muhammad Asim Khan
Assistant Secretary (Store), BISE, Mirpurkhas | Member / Secretary |

The meeting started with the recitation from the Verses of the Holy Quran and the Convener of the committee welcomed to all the members of the "Procurement Committee". The Secretary of the committee informed the house that as per guidelines of Rule No.11 of SPP Rule 2010, an Procurement Plan 2026 and Bid Document required to be prepared and finalized by the Procurement Committee of this Board before going for tendering process, therefore the plan has been prepared within available resources for Annual Examination, 2026, the same is being placed before the committee members for discussion and approval.

The Committee members examined the intended quantity incorporated in each category and after detailed deliberation over the matter approved the annual plan with following details, unanimously.


Mr. Muhammad Asim Hashmi
Assistant Secretary
Member / Secretary


Mr. Azam Khan
I.T Manager
Technical Member


Prof. Asif Khan
Principal, Govt: H/Sec: School,
Bhansingabad, Mirpurkhas
Technical Member


Engr: Anwer Aleem Khanzada
Controller of Examinations
Member


Mr. M. Jamil Qureshi
Deputy Director Education,
(EL/SEC: & H/SEC)
Convener